1. The purpose of an application letter is to get an interview. AIDA stands for attention intrest desire and action.
2. You should use white standard size paper 81/2 by 11 in.
3. The 5 basic parts of an application letter are Return address, letter address, salutation, body, and complimentary close.
4. You use simplified when you don’t have as much to say in your body paragraph..
5. The resume is a personal data sheet that describes yourself and you work experiences. Who you are and what you can do.
6. Extracurricular activities can show you have certain skills needed for the job that you are interviewing for. Some skills learned in activities directly transfer over into work.
7. You should use previous employers or teachers as references. Do not use family or friends because they will blow you up and make you seem larger than life.
8. Make it normal and easy to read, no flashy colors or fonts, plain white paper and size 12 font that is easy to read.
9. Four guidelines you should follow when making an employment application are to print neatly, fill in all the blanks, be truthful, and have all your information that may be requested.
10. The second paragraph should remind the interviewer that you have a strong desire to work for the company